



**Department of Corrections
NOTICE OF CHANGE TO
DEPARTMENT OPERATIONS MANUAL**

**Chapter 1, Article 12, Telephones,
Facsimiles, and Cellular Telephones**

**Transmittal
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05-02

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April 22, 2005

The purpose of this document is to provide Department Operations Manual (DOM) holders with information regarding the attached amendment to Chapter 1, Article 12, Telephones, Facsimiles, and Cellular Telephones. Language has been altered and some of the section numbers have been changed for consistency and clarity.

The Administrative Services Division has amended language to the Telephones, Facsimile, and Cellular Telephones article in order to add processes and convention for the purchase, maintenance, and usage of Cellular Telephones that include, but are not limited to portable, mobile, etc., type telephones. The language includes the system for employees to follow in working with business services for Cellular type telephone contracts, etc. This language also clarifies personal use of any state issued telephones and telephone etiquette. This supercedes current NCDOM 02/07 issued September 13, 2002.

The information contained in this document shall remain in effect until it is incorporated into the next updated DOM. Please ensure that all persons concerned are informed of the contents of this transmittal letter. You may direct any inquiries to Timothy M. Lockwood, Chief (A), Regulation and Policy Management Branch at (916) 358-1655.

Original Signed By

ERNEST C. VAN SANT
Chief Deputy Director
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Attachment(s)